

Video Photoshoot Readiness Checklist

Get your property ready for their photoshoots with this comprehensive checklist. Designed to help you stay organized, it covers essential aspects like room setup, on-site coordination, and safety. While following Visiting Media's standards, remember to also consult your brand's guidelines to ensure every detail aligns with your unique requirements.



General Setup

- ☐ Remove miscellaneous items (e.g., rope barriers, signage, and props)
- ☐ Ensure all lights function properly
- ☐ Light fireplaces (if applicable)
- ☐ Organize bars, tables, and common areas (i.e., straighten visible liquor & wine bottles)
- ☐ Turn off televisions in guest rooms, meeting spaces, public spaces
- ☐ Ensure clean, wrinkle-free linens, pillows, and surfaces
- ☐ Open curtains and sheers
- ☐ Ensure guests are not in the immediate vicinity
- ☐ Coordinate with engineering and housekeeping for photo-ready spaces, ensure Point of Contact (POC) has keys ready to enter room where necessary

Guest Rooms

- ☐ Straighten pillows, turn off televisions, remove wastebaskets, electronics, and in-room collateral
- ☐ Clean surfaces, remove bottled waters
- ☐ Hide cords, store away hair dryer and tidy surfaces in room and bathroom
- ☐ Shine faucets, glass doors, and countertops
- ☐ Neatly fold towels, keep shower curtain visible and toilet seat down

Meeting Spaces

- ☐ Properly block space ahead of time and make sure there are no stored items in the meeting space
- ☐ Align and arrange chairs to tables
- ☐ Open all doors in the walking path for all connected spaces
- ☐ Ensure clean and empty meeting rooms (unless fully staged for a specific setup)
- ☐ When possible, relocate projectors or make sure they are switched off

Outdoors, Windows, Line of Sight

- ☐ Remove or hide vehicles, trash, graffiti, and maintenance equipment
- ☐ Organize and clean furniture
- ☐ Open pool umbrellas, turn on water features, fireplaces where appropriate

Health & Safety Signage/Decals and Equipment

- ☐ Hide distancing signage/decals/posters
- ☐ Remove sanitizer and Personal Protective Equipment (PPE) from the shot